

## Visual Guide for the EIA-6A Internet Data Collection (IDC) Form

Login by entering the following address in an Internet Browser or by clicking on the hyperlink in this guide:

<https://signon.eia.doe.gov/ssoserver/login>

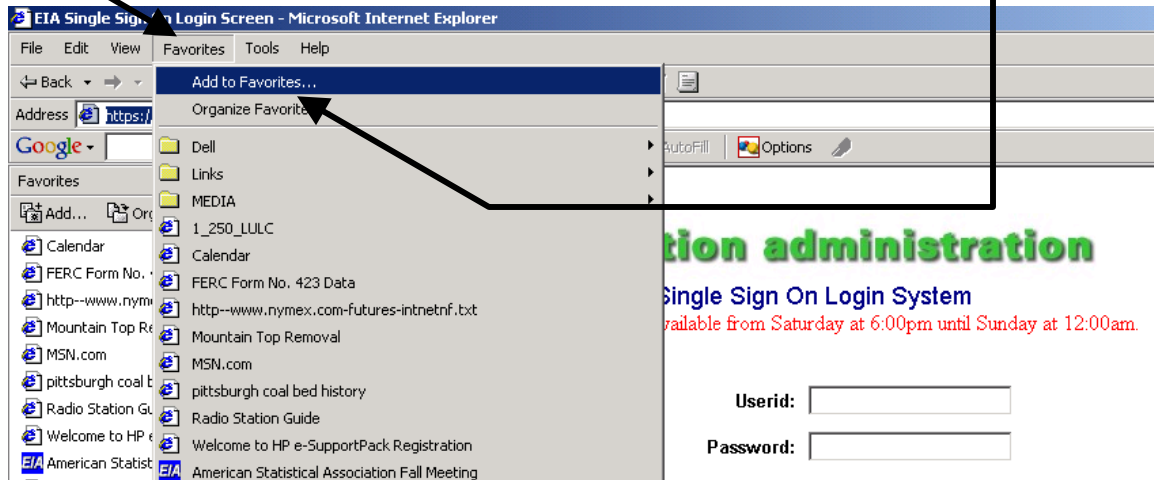
When the Single Sign-On (SSO) window opens enter your Userid and Password.

The screenshot shows the EIA Single Sign-On Login System interface. At the top, the text "energy information administration" is displayed in green. Below it, "Welcome to the EIA Single Sign On Login System" is written in blue. A red notice states: "All Internet Data Collection applications are unavailable from Saturday at 6:00pm until Sunday at 12:00am." On the left is the EIA logo, which features a butterfly and the letters "eia" in blue. To the right of the logo are two input fields labeled "Userid:" and "Password:". Below these fields is a "Logon" button. At the bottom, there are two links: "Register for a Userid" and "Forgot your password?". Below these links are two more links: "Frequently Asked Questions" and "Security and Privacy Statement". Annotations with arrows point from the text above to the "Userid:" and "Password:" fields, and from the "Logon" button to the text below. Another arrow points from the "Forgot your password?" link to the text below.

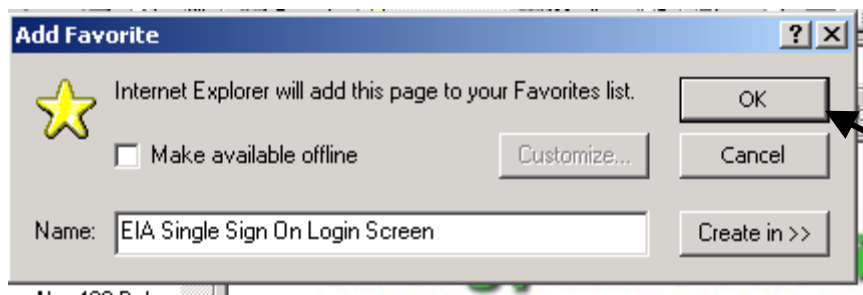
You click the Logon Button to launch the Internet Data Collection (IDC) system, but don't click Logon until you have added the logon to your List of Favorites. **Note: you only have to add the logon to your Favorites List one time** (per instructions on the next page of this guide). **Once it is added you just click on the logon as it appears in your favorite list to launch the SSO screen**

Frequently, we will be sending you your Userid. To maintain security, we never send your password because we don't know it. In case you have forgotten or misplaced your password, you can set a new password by clicking on **Forgot your password?** and following the instructions.

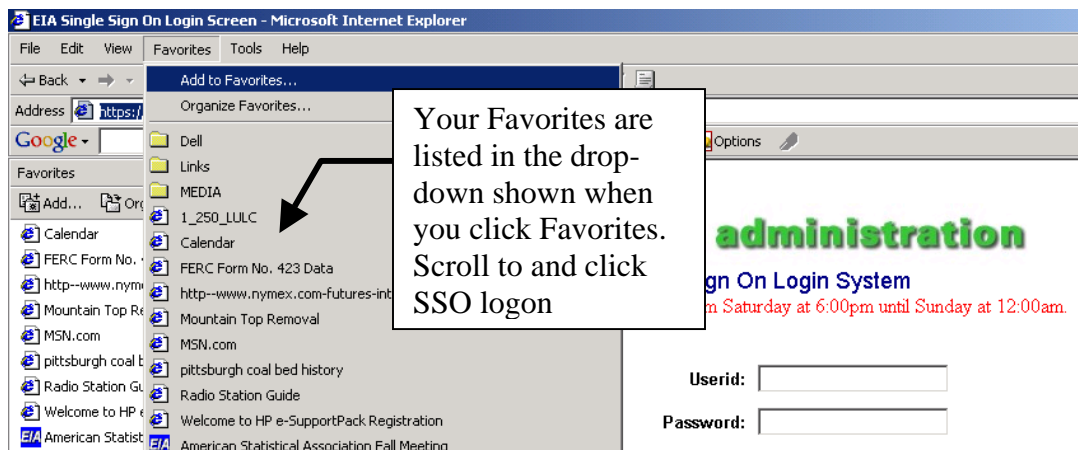
While you still have your Internet Browser open, click Favorites and Add to Favorites to save the SSO logon in the list of favorites.



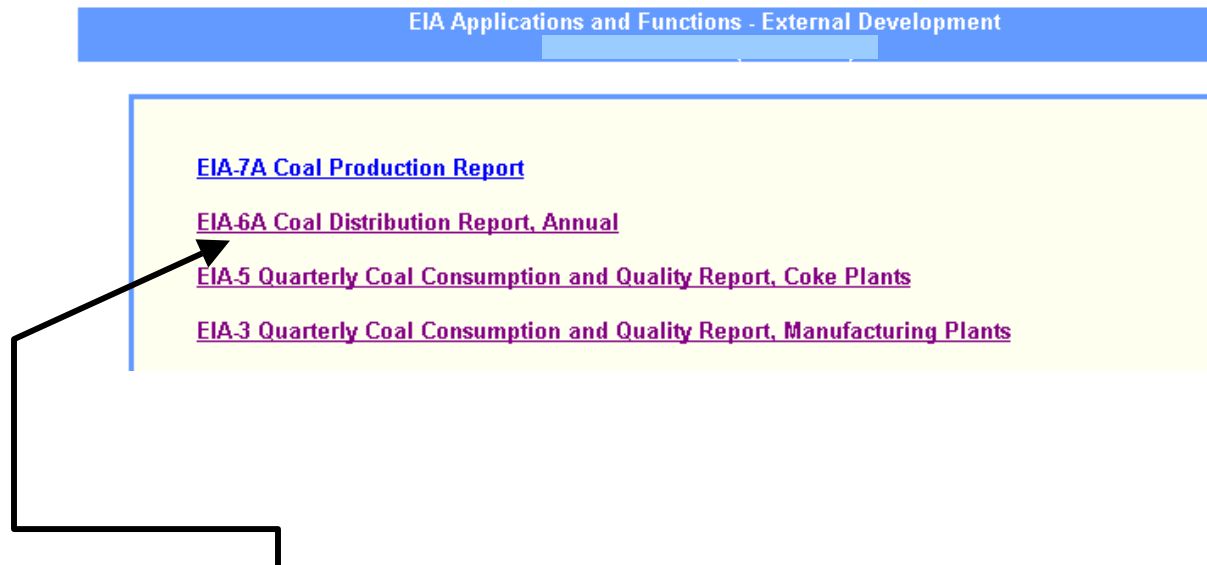
When the Add Favorite Dialogue Window opens click OK to add the SSO logon to your list of favorites. By clicking on the logon in the favorites list you will be able to open the SSO site whenever you want.



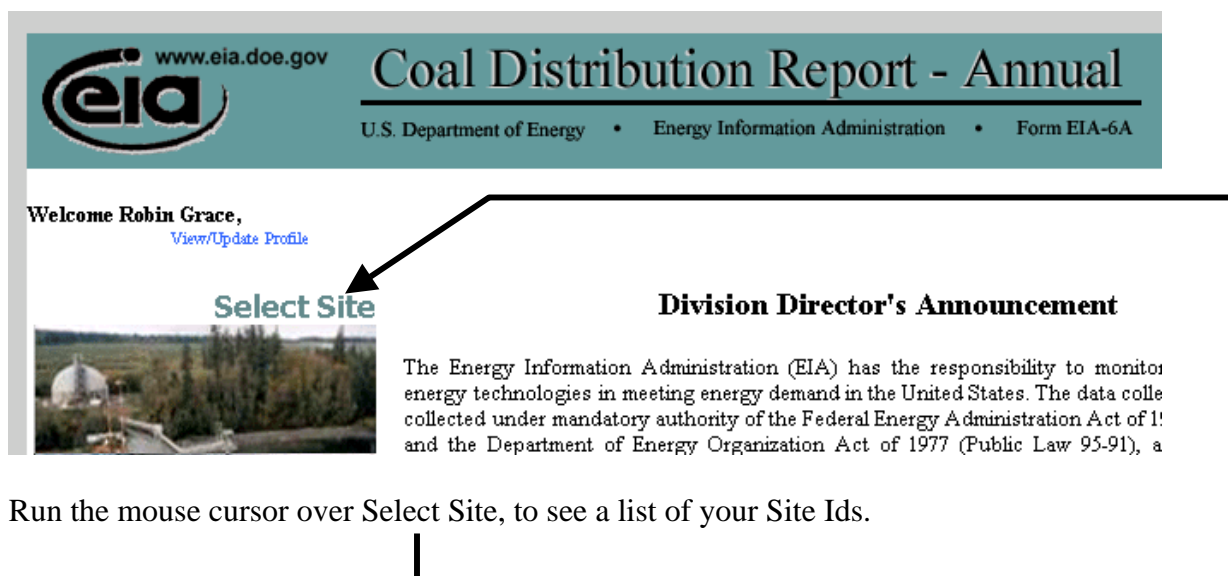
To go to the SSO logon, in the Internet Browser window, click the Favorites menu button



After you enter Userid and Password and click the Logon button, the following screen will appear:



Click on the EIA-6A option. After clicking on the EIA-6A option, you will see this page:



Run the mouse cursor over Select Site, to see a list of your Site Ids.

www.eia.doe.gov

# Coal Distribution Report

U.S. Department of Energy • Energy Information Administration

6x183 John Jones,  
Welcome Robin Grace,  
[View/Update Profile](#)

## Select Site

State - ID
Virginia - 9900017
West Virginia (Southern) - 9905174
Kentucky (East) - 9905197
Pennsylvania (Bituminous) - 9906237

Mission is to provide high quality policy-in Government, industry, and the public. This contribute to the dissemination of reliable s marketing of renewable technologies.

[Click Here for Text Only Respondent Id List](#)

Click on any one of the STATE IDS to open the EIA-6A Survey Form for that state.

After you click on one of the STATE IDS, the Identification page will open automatically

Identification		Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name		Save
2004	9900017	Virginia	American Electric Power	Robin Grace		

You navigate through the form by clicking on the tabs displayed at the top of your screen.

If ownership has changed, enter new owner information.

Review information on parent company name and address. If changes are needed, click the Remarks tab (top of window) and enter new information in input box.

Identification		Overview	Purchases	Distribution	Remarks
Year	Respondent Id	State	Company Name	Name	
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

#### I. Identification

##### A. Ownership Change:

If company ownership changed during the year, enter the date of change: and, as applicable, the name and address for the new owner.

Date of Status Change:

Name of New Owner:

Point of Contact:

Phone Number:  -  -

Address of New Owner:

City, State, Zip:  ,

Please provide any changes of name and address of parent company in the Remarks section.

##### B. Name and Address of Parent Company:

See instructions for the definition of the Parent Company.

Name of Parent Company:

Point of Contact:

Phone Number:

Address of New Owner:

City, State, Zip:

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Identification		Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name		Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace		

To enter information on the Remarks Page, click on the Remarks tab

Enter the new Company or Site Information in the window at the Remarks Page.

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Identification		Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name		Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace		

Remarks:

Frequently, click the Save button to permanently record your form entries.

After clicking the Save button, return to top of the form and begin entering data for the Year by clicking the Overview tab

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Identification		Overview	Purchases	Distribution	Remarks
Year	Respondent Id	State	Company Name	Name	
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

In the window that opens, begin entering your data here.

The screenshot shows the 'Coal Distribution Report - Annual' form. At the top, there is a header with the EIA logo, the website 'www.eia.doe.gov', and the title 'Coal Distribution Report - Annual'. Below this, it says 'U.S. Department of Energy • Energy Information Administration • Form EIA-6A'. On the right side of the header, it says 'Form Approved OMB No. 1906-0167 Expires: 3/31/2008 Burden: 5 hours Home'.

The form has several tabs: 'Identification', 'Overview', 'Purchases', 'Distribution', 'Remarks', and 'Process'. The 'Identification' tab is selected, showing fields for 'Year' (2004), 'Respondent Id' (9900017), 'State' (Virginia), 'Company Name' (American Metals & Coal Intl), and 'Name' (Robin Grace). There is a 'Save' button next to the 'Name' field.

Below the identification fields, there is a section titled 'II. Coal Production and Purchases' with the instruction 'Report below the total amount of coal produced and/or purchased during the year (include anthracite refuse)'. This section contains three sub-sections: 'A. Coal produced from company mines during the year.', 'B. Coal purchased from other companies during the year. (Total from Section VI)', and 'C. Total coal produced and/or purchased during the year. (A + B)'. To the right of these sub-sections are three input fields for 'Quantity Short Tons' with values 5, 5, and 10 respectively.

Below this, there is a section titled 'III. Coal Distribution' with the instruction 'Report total coal distribution during the reporting year including coal distributed from stocks (include anthracite refuse). Total of Section VII Column (3)'. To the right of this section is an input field for 'Quantity Short Tons' with the value 10.

Below this, there is a section titled 'IV. Coal Stocks' with the instruction '(include anthracite refuse)'. This section is currently empty.

Annotations on the form include a line from the top text pointing to the 'Save' button, and another line from the bottom text pointing to the 'Save' button. There are also arrows pointing to the input fields for 'Quantity Short Tons' in sections II and III.

As you type in your data, round the data to the nearest whole number. Only type numbers. Do not enter commas or dollar signs. The form will automatically add commas.

You must complete all the data entries in this screen before proceeding.

Don't forget to click Save to permanently record your data entries.

Click the next data tab: Purchases.

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Home

Identification	Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Open a set of data input windows by clicking the Add button. To add more than 1 new purchase record, toggle the count and then click the Add button.

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Delete?	Company Name	Address (City, State, Zip Code)	Quantity Purchased Short Tons
Delete	Save	Add	1



For State, click on arrow down and make selection from drop down list

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Identification Overview Purchases Distribution Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Delete?	Company Name	Address (City, State, Zip Code)	Quantity Purchased Short Tons
1. <input type="checkbox"/>			

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Identification Overview Purchases Distribution Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Delete?	Company Name	Address (City, State, Zip Code)	Quantity Purchased Short Tons
1. <input type="checkbox"/>	Swift Arrow Co.	12367 Glenhaven Blvd. Baltimore, Maryland 20198	45
Total Quantity Purchased:			45
Coal Purchased Entered on the Overview Tab:			5

Enter numbers only. System will add commas.

Remember to click Save to permanently record your data entries.

The Total Quantity Purchased on the page must equal the Coal Purchased Entered on the Overview Tab. Either adjust entries here or on the previous page so that the two Quantity Purchased entries are the same.

Add records to enter additional purchases.

Click the next data tab: Distribution.

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# Coal Distribution Report - Annual

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Expires: 3/31/2008  
Burden: 5 hours  
Home

Identification	Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

## VI. Distribution

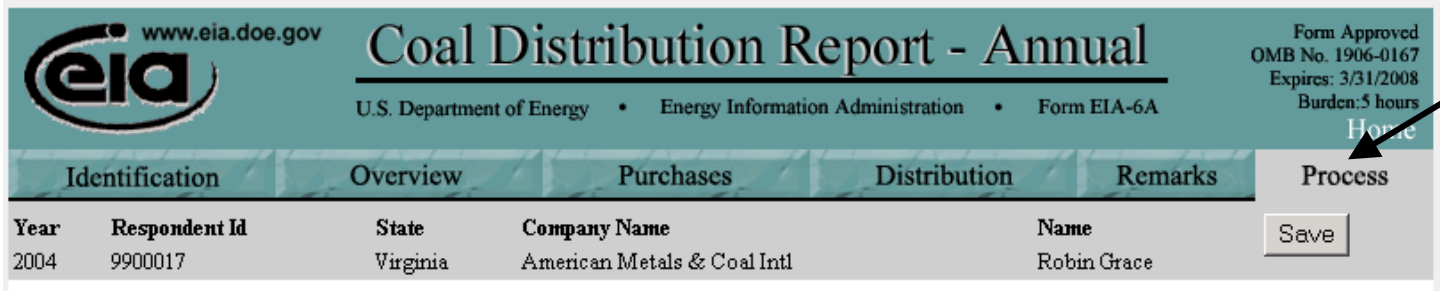
Report the distribution during the reporting year for all reported in Part III. If the coal was distributed to a consumer (except to a coal distribution company or TF), complete columns(1) through (5). If the coal was purchased by a coal distribution company, including brokers, put an NC in column (2) and complete columns (3), (7), and (8). If the type of consumer is TF, complete columns (2) through (3).

Open a set of data input windows by clicking the Add button. To add more than 1 new receipt record, toggle the count and then click the Add button.

Delete?	Destination			Transportation			Company that purchased your coal (do not list any consumers)	
	State or Country (1)	Type of Consumer (2)	Quantity Distributed (short tons) (3)	Primary Code (4)	Secondary Code (5)	Quantity (short tons) (6)	Name (7)	Address (8)
1. <input type="checkbox"/>	Arizona	SF	324	RR		324	fdsf	sdfs sdfs Colorado 12313
Total Quantity:			324					
Coal Distribution Entered on Overview Tab:			10					
Delete			Save	Add	1			

The Total Quantity Distributed on the page must equal the Coal Distribution Entered on the Overview Tab. Either adjust entries here or on the Overview Tab so that the two Quantity Distributed entries are the same.

Next, click the Process tab to examine any data edits and submit your data.



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# Coal Distribution Report - Annual

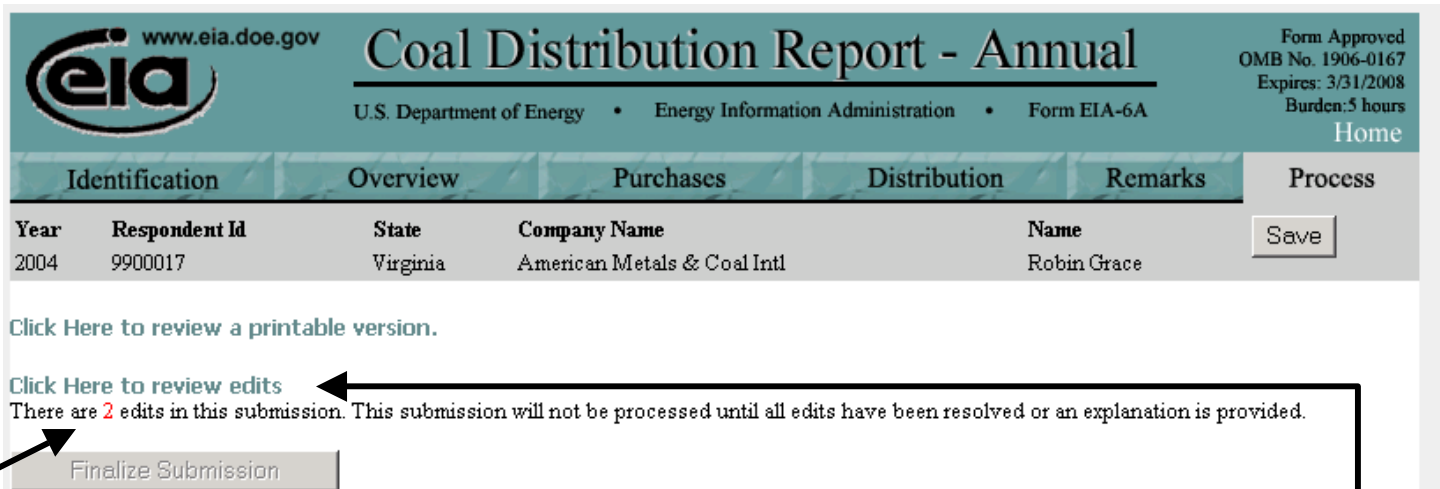
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Identification	Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

The IDC system will check your data. Whenever Total Purchases entered at the Purchases Tab do not match Purchases entered at the Overview Tab (similarly Distribution) the system will display an Edit.

You must clear all Edits in order to submit your data to EIA.



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# Coal Distribution Report - Annual

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[Home](#)

Identification	Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

[Click Here to review a printable version.](#)

[Click Here to review edits](#)

There are 2 edits in this submission. This submission will not be processed until all edits have been resolved or an explanation is provided.

[Finalize Submission](#)

If you receive a message from the system that there are Edits in your submission (such as the 2 edits shown for this example) then click on “Click Here to review edits” to open a window where you can see the details of the Edits.

If you have uncleared edits, the Finalize Submission button will be a dull gray color (meaning it is not clickable)

After you click to review edits, the Edit Report opens where you see the details of the entries that do not meet EIA edit checks.

	www.eia.doe.gov	<h1>Coal Distribution Report - Annual</h1>		Form Approved OMB No. 1906-0167 Expires: 3/31/2008 Burden: 5 hours
	U.S. Department of Energy • Energy Information Administration • Form EIA-6A			

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

## EIA-6A Edit Report

**Edit 1:** Total from the Form Section VI does not match the Total Coal Purchased from the Overview Tab. **Current Value:** 45  
**Current Value represents total value entered on the Purchases Tab.**  
**The Total value entered on Overview Tab is: 5**  
**Please re-check the value and make necessary changes.**  
[Click Here To goto the error and close](#)  
☐ Click here to override the above edit.

**Edit 2:** Total from the Form Section VII does not match the Total Coal Distributed from the Overview Tab. **Current Value:** 324  
**Current Value represents total value entered on the Distribution Tab.**  
**The Total value entered on Overview Tab is: 10**  
**Please re-check the value and make necessary changes.**  
[Click Here To goto the error and close](#)  
☐ Click here to override the above edit.

You can clear Edits by

- Returning to the data window and changing the data
- Or, if the values are correct:  
 Clicking inside the Override option box, then  
 Entering an explanation in the input window that appears.

Currently, the edits for the EIA-6A form check only the totals for Purchases and Distributions. Therefore, when an edit occurs you should enter data that make entries equal. Ordinarily you would not enter an override comment.

After entering an explanation and before you click back to a data tab, make sure you **scroll to the bottom of the Edit Report** and click Submit Changes in order for your comments to be permanently recorded by the system.


**Edit 2:** Total from the Form Section VII does not match the Total Coal Distributed from the Overview Tab.  
**Current Value represents total value entered on the Distribution Tab.**  
**The Total value entered on Overview Tab is: 10**  
**Please re-check the value and make necessary changes.**  
[Click Here To goto the error and close](#)  
☐ Click here to override the above edit.

**Current Value:**  
324

Submit Changes

To leave the Edit Report and Return to the Process Page, scroll to the top of the Edit Report and click on Close Edit Log

[Close Edit Log](#)

 <a href="http://www.eia.doe.gov">www.eia.doe.gov</a>		<h2>Coal Distribution Report - Annual</h2>		Form Approved OMB No. 1906-0167 Expires: 3/31/2008 Burden: 5 hours
U.S. Department of Energy • Energy Information Administration • Form EIA-6A				
Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

After you have cleared all the Edits, the Finalize Submission button will no longer be a dull gray.

Click “Click Here to review a printable version” to print a copy of your data submission.

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## Coal Distribution Report - Annual

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OMB No. 1906-0167  
Expires: 3/31/2008  
Burden: 51 minutes

U.S. Department of Energy • Energy Information Administration • Form EIA-6A

Identification Overview Purchases Distribution Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	Save

[Click Here to review a printable version.](#)

[Finalize Submission](#)

Send current data to the Energy Information Administration. Only one submission per Respondent id will be accepted. Please contact Thomas Murphy, Survey Manager at Thomas.Murphy@eia.doe.gov or 202-287-1739 for any revisions or questions about this submission.

When the Preview Page appears, click Print to send your data on the Preview Page to your printer. Then click Close Preview Page to return to the Process page.

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## Coal Distribution Report - Annual

Form Approved  
OMB No. 1906-0167  
Expires: 3/31/2008  
Burden: 5 hours

U.S. Department of Energy • Energy Information Administration • Form EIA-6A

Survey Year	Point of Contact	Respondent ID	State	Company Name
2004	Robin Grace	9900017	VA	American Metals & Coal Intl

[Close Preview Page](#)  
[Print](#)

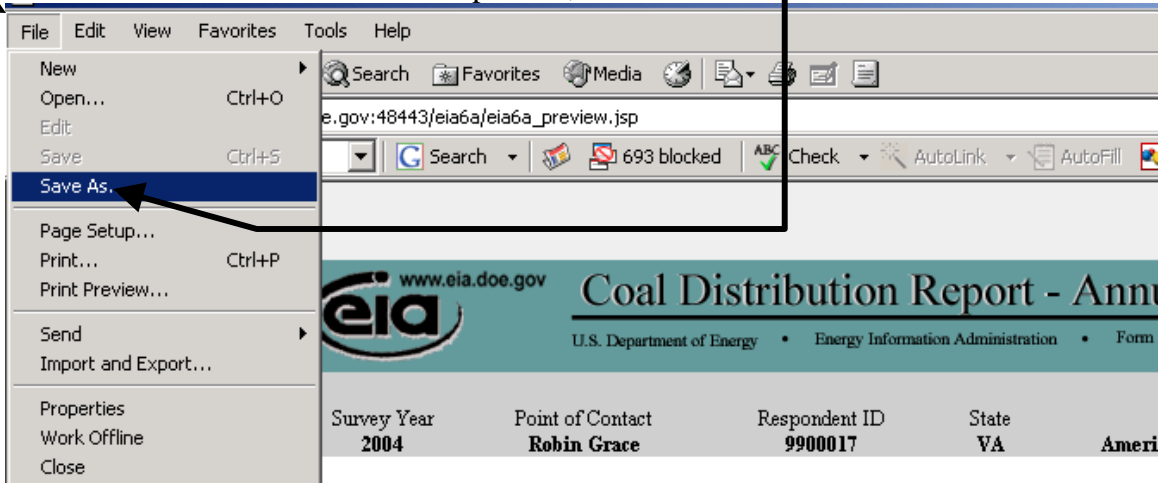
Carefully review the printed copy of your data and make any additional changes. Remember once you submit the data, you will **only be able** to see the Preview Page for that site. You will not be able to change your data for that site in the IDC system.

If you do not wish to click Finalize Submission, you can click Save, shut your browser, and return to the form at a later date to Finalize Submission.

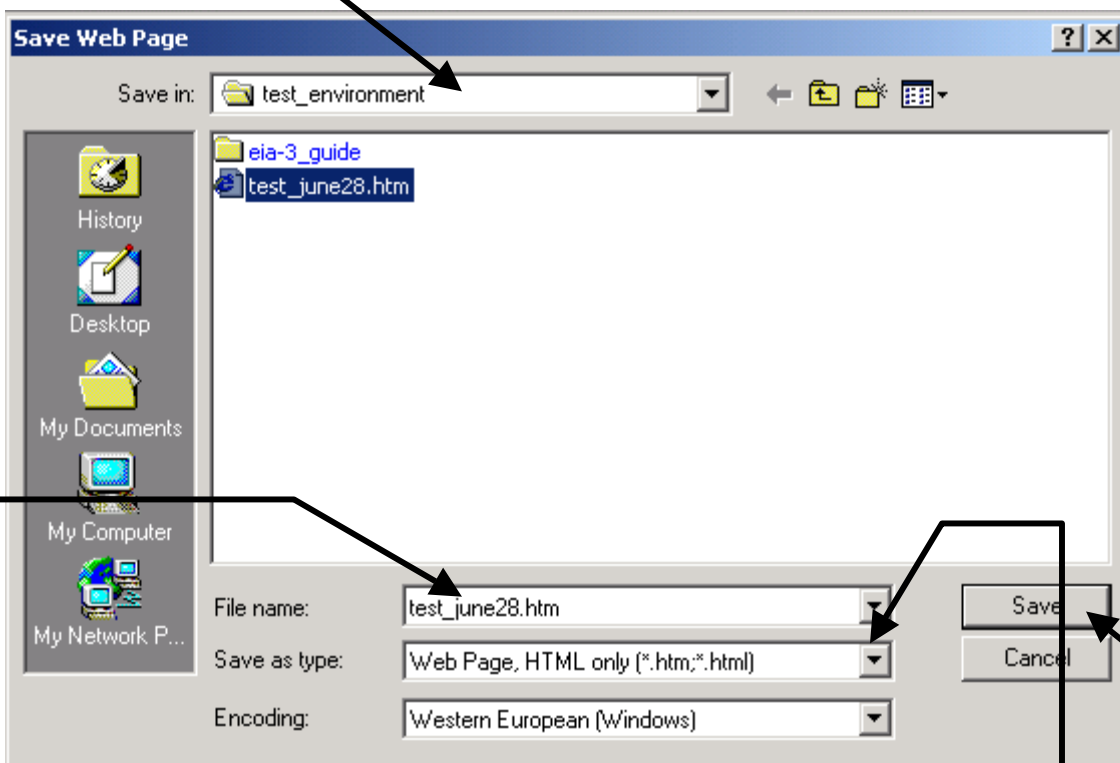
**The next page has instructions on how to save your data as a file on your PC. If you want to save the file, do not close the Preview Page until after you have saved the data.**

From the Preview Page,

click the File menu button at the top of the screen,  
on drop down, click Save As



In the window that opens, scroll to the folder on your PC where you want to save your data.

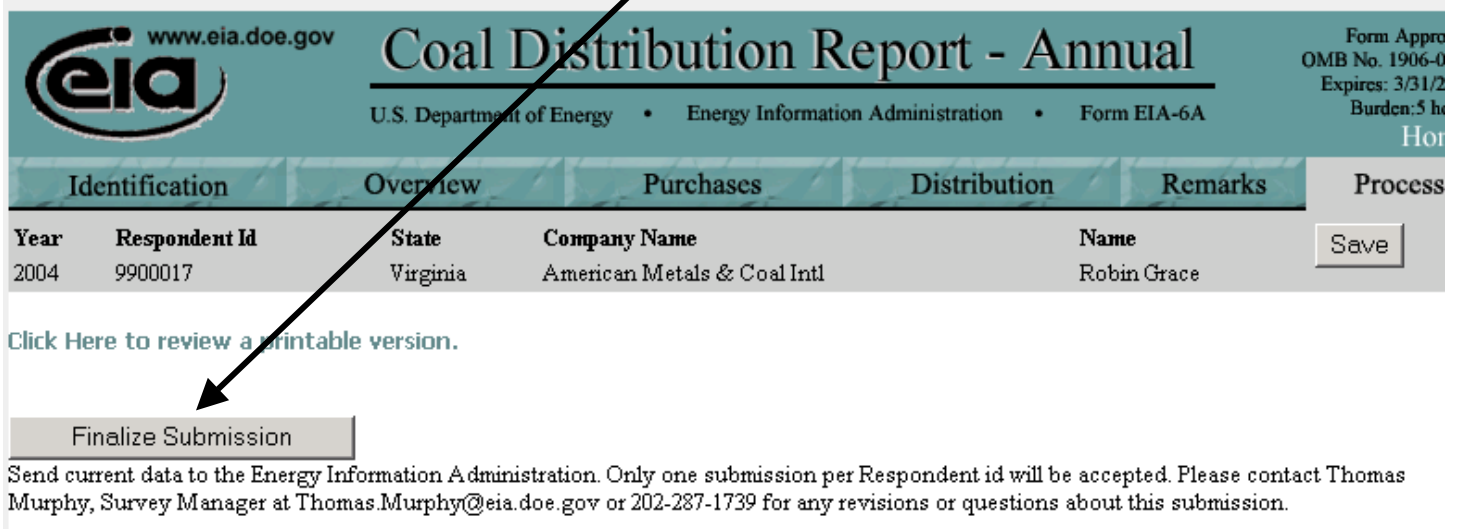


Click the toggle arrow for "Save as type" and select Web Page, HTML only.

Enter a file name.

Click Save.

If you are ready to submit, then click Finalize Submission.



The screenshot shows the 'Coal Distribution Report - Annual' form. The header includes the EIA logo, the website 'www.eia.doe.gov', and the title 'Coal Distribution Report - Annual'. Below the header, it says 'U.S. Department of Energy • Energy Information Administration • Form EIA-6A'. On the right, it says 'Form Approved OMB No. 1906-0167 Expires: 3/31/2008 Burden: 5 hours Home'. The form has several tabs: 'Identification', 'Overview', 'Purchases', 'Distribution', 'Remarks', and 'Process'. The 'Identification' tab is active, showing a table with the following data:

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

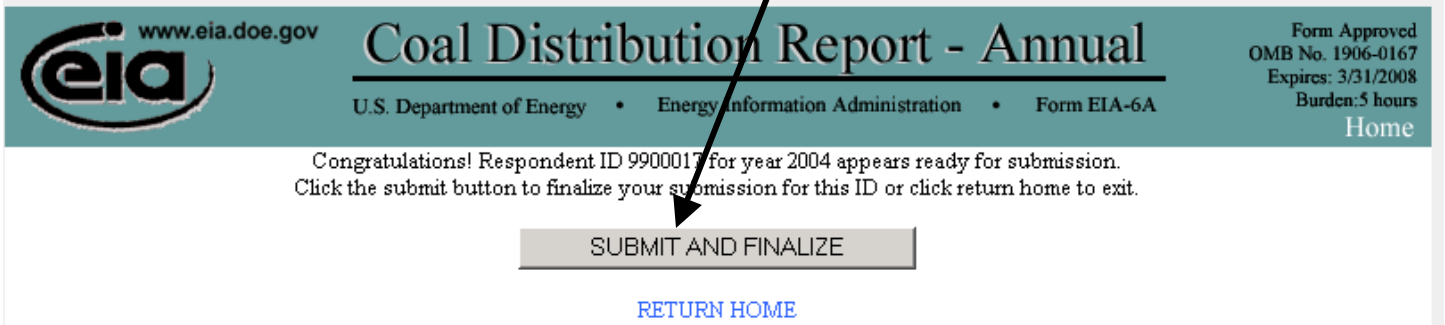
Below the table, there is a 'Save' button. A link 'Click Here to review a printable version.' is also present. At the bottom, there is a 'Finalize Submission' button, which is highlighted by an arrow from the text above.

Click Here to review a printable version.

Finalize Submission

Send current data to the Energy Information Administration. Only one submission per Respondent id will be accepted. Please contact Thomas Murphy, Survey Manager at Thomas.Murphy@eia.doe.gov or 202-287-1739 for any revisions or questions about this submission.

The next window gives you one more chance to delay your submission. If you are satisfied that the data are final, then click Submit and Finalize.



The screenshot shows the 'Coal Distribution Report - Annual' form. The header includes the EIA logo, the website 'www.eia.doe.gov', and the title 'Coal Distribution Report - Annual'. Below the header, it says 'U.S. Department of Energy • Energy Information Administration • Form EIA-6A'. On the right, it says 'Form Approved OMB No. 1906-0167 Expires: 3/31/2008 Burden: 5 hours Home'. The form has several tabs: 'Identification', 'Overview', 'Purchases', 'Distribution', 'Remarks', and 'Process'. The 'Identification' tab is active, showing a table with the following data:

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

Below the table, there is a 'Save' button. A link 'Click Here to review a printable version.' is also present. At the bottom, there is a 'SUBMIT AND FINALIZE' button, which is highlighted by an arrow from the text above.

Click Here to review a printable version.

Finalize Submission

Send current data to the Energy Information Administration. Only one submission per Respondent id will be accepted. Please contact Thomas Murphy, Survey Manager at Thomas.Murphy@eia.doe.gov or 202-287-1739 for any revisions or questions about this submission.

CONGRATULATIONS! Respondent ID 9900017 for year 2004 appears ready for submission. Click the submit button to finalize your submission for this ID or click return home to exit.

SUBMIT AND FINALIZE

RETURN HOME



The IDC system will acknowledge the submission. If you have other forms that you want to complete, then click on [Click Here](#) to return to the list of SITE IDS.

Congratulations, you have completed your Form EIA-6A Survey for this submission.



If you only have a single form, then end the EIA-6A IDC submission process by closing your Internet Browser.